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NOTIFICATION

No.A.12031/1/2013-DCA/LADC, the 7th May, 2014. In exercise of the powers conferred by clause (h) of sub-paragraph (6) of paragraph 2 to the Sixth Schedule to the Constitution of India, the following Rules passed by the Lai Autonomous District Council which received the assent of the Governor of Mizoram on 30.4.2014 is hereby published for general information, namely :-

*THE LAI AUTONOMOUS DISTRICT COUNCIL SECRETARIAT
(Recruitment and Conditions of Service) Rules, 2014”.*

P. Singthanga,
Secretary to the Government of Mizoram,
District Council Affairs Department.

**THE LAI AUTONOMOUS DISTRICT COUNCIL
SECRETARIAT(RECRUITMENT AND CONDITIONS OF SERVICE)
RULES, 2014.**

**A
RULES**

to provide for the enhancement of better conditions of service and security for the Officers and Staff in the District Council Secretariat of the Lai Autonomous District Council.

Whereas Rule, 20 of the Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010 empowered the Lai Autonomous District Council to make Rules regulating the conditions of service of Officers and Staff appointed to the District Council Secretariat of the Lai Autonomous District Council;

And whereas it is considered important and essential to create a reasonable and equitable service conditions for Officers and Staff;

And whereas it is also imperative to improve the present system of recruitment by providing a new set of rules and making it sensitive to the needs of its employees and for matter connected therewith or incidental thereto:

Be it enacted by the Lai Autonomous District Council in the Sixty-fifth year of the Republic of India as follows:-

A

RULES

1. **Short title and Commencement** :
 - i) These Rules may be called “The Lai Autonomous District Council Secretariat (Recruitment and Conditions of Service) Rules, 2014.”
 - ii) They shall come into force from the date of publication in the Mizoram Gazette.

2. **Definitions** :
 - In these rules, unless the context otherwise requires :-
 - (a) “APPOINTING AUTHORITY” means the Chairman.
 - (b) “CHAIRMAN” means the Chairman of the Lai Autonomous District Council.
 - (c) “CHIEF EXECUTIVE MEMBER” means the Chief Executive Member of the Lai Autonomous District Council.
 - (d) “DISTRICT COUNCIL” means the Lai Autonomous District Council.
 - (e) “DEPARTMENTAL PROMOTION COMMITTEE” means the Departmental Promotion Committee constituted by the Chairman from time to time.
 - (f) “DEPUTATION” means the temporary loan of the services of an Officer in the District Council Secretariat to any office outside the District Council Secretariat or vice-versa.
 - (g) “DISTRICT COUNCIL SECRETARIAT” means The Lai Autonomous District Council Secretariat.
 - (h) “EXECUTIVE COMMITTEE” means the Executive Committee of the Lai Autonomous District Council.
 - (i) “GOVERNOR” means the Governor of Mizoram.
 - (j) “MEMBER” means a member of the Service.
 - (k) “RULE” means the Lai Autonomous District Council Secretariat (Recruitment and Conditions of Service) Rules, 2014.
 - (l) “SCHEDULE” means the Schedules appended to these rules.
 - (m) “SECRETARY” means the Secretary of the Lai Autonomous District Council who shall be appointed by the Chairman under provision of Rule, 19 of the Lai Autonomous District Council (CCB) Rules, 2010.
 - (n) “YEAR” means the Gregorian Calendar Year.

- 3. Cadre Constitution of the Service of** : 1) There shall be a District Council Secretariat under the superintendence and control of the Chairman.
- 2) There shall be in the District Council Secretariat:
- (a) Such number of permanent posts as are created by the Executive Committee within its budgetary allocation from time to time.
- (b) The Chairman may, by order from time to time, sanction such number of temporary posts with the concurrence of the Executive Committee.
- 4. Administration and Control of the District Council Secretariat** : The Chairman shall have full administrative and financial powers in respect of the District Council Secretariat.
- Provided that he may delegate such powers as he thinks necessary to the Secretary or other Officers of the District Council Secretariat.
- 5. Power of the Secretary** : For the purpose of administration in the District Council Secretariat, the Secretary shall exercise all the powers as may be delegated to him by the Chairman under these rules.
- 6. Initial appointment to the Service** : Subject to availability of posts in the cadre of the service, the Appointing Authority may, at the commencement of these rules, appoint to the service any person who, at such commencement of these rules, is holding the existing posts of the District Council Secretariat.
- Provided that the existing member of the service, the post which he is holding is no longer in existence or redesignated at the commencement of these rules, shall be considered on seniority-cum-merit by the Appointing Authority for appointment to the appropriate grade of post.
- EXPLANATION : For the purpose of this sub-rule, a person who would have held a particular post but for his being on leave or training or foreign service or but for his temporary or officiating or adhoc appointment to an equivalent or higher post, shall be deemed to be holding such post subject for fulfilment of the provisions of these rules.
- 7. Method of Recruitment** : Recruitment to a post or class of posts may be made by any one of the following methods, namely :-
- (a) by promotion of a person employed in the District Council Secretariat;
- (b) by Limited Departmental Examination;

- (c) by direct recruitment;
- (d) by transfer on deputation of a person serving outside the District Council Secretariat in connection with the affairs of the Lai Autonomous District Council.
- 8. Promotion :** Recruitment to a Gazetted post from Non-Gazetted post when made by promotion shall be made on the basis of selection and the rest shall be made on the basis of nonselection.
- 9. Limited Departmental Examination :** There shall be a Limited Departmental Examination conducted by the District Council Secretariat for consideration of appointment to the respective promotion posts amongst persons who possess the required qualifications and satisfy the conditions prescribed under these rules.
- 10. Direct Recruitment :**
- 1) Recruitment to the Gazetted posts when made by direct recruitment shall be made by selection on the basis of a written examination and personal interview from amongst persons who possess the required qualifications and satisfy the conditions prescribed under these rules.
 - 2) Subject to the availability of candidates belonging to the Scheduled Caste and Scheduled Tribes possessing essential qualifications prescribed for appointment thereto due regards shall be paid to reservation of posts for members of such Caste and Tribes.
- 11. Holding of Examination :**
- 1) The examination shall be conducted by the District Council Secretariat in the manner as notified by the authority from time to time.
 - 2) The date and venue in which the examination shall be held and shall be fixed by the District Council Secretariat or shall be conducted at such intervals as the Chairman may, from time to time determine.
 - 3) The minimum marks to be obtained by the candidates for consideration of appointment to the respective posts in respect of direct recruitment and Limited Departmental Examination shall be 40% of the total marks prescribed under Schedule II,II(A),III, IV, V and VI as the case may be.
 - 4) A candidates possessing knowledge of Lai language upto Middle School standard shall be given a grace 10 marks.
- 12. Appointing Authority :**
- 1) The Secretary and all other Officers and Staff shall be appointed by the Chairman under provision of Rule,19 of the Lai Autonomous District Council (CCB) Rules, 2010.

Provided that the Chairman may, by general or special order, delegate his power to the Secretary to make appointments to any posts or class of posts specified in such order.

- 13. Appointment to various posts** : Appointment to a post in a cadre of the service shall be in the following manner :-
- 1) **SECRETARY** : 100% by promotion from Deputy Secretary who has rendered 5 (five) years regular service in the grade, failing which from persons already in the feeder grade on regular basis, who has completed 20(Twenty) years regular service calculated from the year of entry in Junior Grade 'A' posts in the District Council.
 - 2) **DEPUTY SECRETARY** : 100% by promotion from Under Secretary who has rendered 5(five) years regular service in the grade, failing which from persons already in the feeder grade on regular basis, who has completed 10(ten) years regular service calculated from the year of entry in any Gazetted posts in the District Council Secretariat.
 - 3) **UNDER SECRETARY :** (a) 100% by promotion from Editor of Debate/Committee Officer/Superintendent who hold a Bachelor Degree from a recognised University and has rendered 5(five) years regular service in the respective posts.
 - 4) **EDITOR OF DEBATE :** (a) 60% by Departmental Examination from Translator/Assistant/Accountant who hold a Bachelor Degree from a recognised University and has rendered 5(five) years regular service in the respective posts.
(b) 40% by direct recruitment from persons possessing Bachelor's Degree of a recognised University.
 - 5) **COMMITTEE OFFICER** : (a) 60% by Departmental Examination from Translator/Assistant/Accountant who hold a Bachelor Degree from a recognised University and has rendered 5(five) years regular service in the respective posts.
(b) 40% by direct recruitment from persons possessing Bachelor's Degree of a recognised University.
 - 6) **SUPERINTENDENT :** (a) 50% by promotion from Assistant/Accountant/Translator who has rendered 5(five) years regular service in the respective posts.
(b) 50% by Limited Departmental Examination conducted by the District Council Secretariat from Assistant/Accountant/Translator who hold a Bachelor Degree from a recognised University and has rendered at least 5(five) years regular service in the respective posts, and also from non-graduate who has rendered at least 7(seven) years regular service in any of the above respective posts.
 - 7) **TRANSLATOR** : (a) 40% by promotion through Limited Departmental Examination from amongst graduate UDC's who has rendered 5(five)years regular service in the post.

(b)60% by direct recruitment from candidates possessing Bachelor's degree (with high proficiency in English) from a recognised University. Preference will be given to Law graduate.

- 8) **ASSISTANT/ ACCOUNTANT** : (a) 60% by promotion from UDC who has rendered 5(five) years regular service in the post, failing which by promotion through Limited Departmental Examination from amongst UDC's possessing Bachelor's Degree of a recognised University with a minimum of 3 (three) years regular service in the post.
- (b) 40% by direct recruitment from candidates possessing Bachelor's Degree of a recognised University.
- 9) **UPPER DIVISION CLERK (UDC)** : (a) 60% by promotion from LDC/ Proceeding Writer who has rendered 5(five) years regular service in the grade.
- (b) 40% by direct recruitment from candidates possessing Bachelor's Degree of a recognised University.
- 10) **LOWER DIVISION CLERK/ PROCEEDING WRITER** : (a) 70% vacancies of these posts shall be filled by direct recruitment from candidates who passed High School Leaving Certificate Examination (HSLC) or its equivalent from a recognised Board/Institution.
- (b) remaining 30% shall be filled from amongst Group 'D' staff of the District Council Secretariat who has rendered at least 7(seven) years regular service in the grade and are deem fit to be promoted by the Departmental Promotion Committee.
- 11) **PRIVATE SECRETARY TO CHAIRMAN** : By appointment from amongst the Officers of the District Council Secretariat or by transfer on deputation from the Officers of the Lai Autonomous District Council General Service. The tenure of the office will be co-terminous with the Chairman.
- 12) **PA TO CHAIRMAN** : The Chairman may appoint any person who possess a Diploma certificate in Computer Education / HSSLC from a recognised Board of School Education/Institution. The tenure of the office will be co-terminous with the Chairman.
- 13) **PA TO DEPUTY CHAIRMAN** : The Chairman may appoint from amongst LDC's in the District Council Secretariat service. The tenure of the office will be co-terminous with the Deputy Chairman.
- 14) **MARSHAL** : 60% by promotion from Assistant Marshal who has rendered five (5) years regular service in the post.
- 40% by direct recruitment from Ex-Army/Police/Para-Military personnel not below the rank of Sub-Inspector of Police.

- 15) **ASSISTANT MARSHAL** : 100% vacancy of the post shall be filled by Transfer/Posting/Deputation or by direct recruitment from Ex-Army/Police/Para Military personnel not below the rank of Assistant Sub-Inspector of Police.
- 16) **STENOGRAPHER GRADE-II** : 100% vacancy of the post shall be filled by direct recruitment from candidates having a minimum qualification of HSSLC or its equivalent from a recognised Institution with a minimum speed of 100 words per minute in English Stenography and 40 words per minute in typing.
- 17) **COMPUTER OPERATOR** : 60% by promotion from Computer Operator 'B' who 'A' has rendered 5(five) years regular service in the post.
40% by direct recruitment from candidates possessing Bachelor of Computer Application from a recognised Institution with a minimum qualification of HSSLC Examination.
- 18) **COMPUTER OPERATOR** : 100% by direct recruitment from candidates who 'B' passed HSLC Examination with 1(one) year Diploma in Computer Application from a recognised Institution.
- 19) **XEROX OPERATOR** : 50 % vacancy of the post shall be filled by direct recruitment from candidates who passed HSLC with diploma in Printing Technology from a recognised Institution.
50 % by promotion from Group 'D' staff who has rendered five (5) years regular service and are deem fit to be promoted by the Departmental Promotion Committee.
- 20) **RECORDER** : 100% vacancy of the post shall be filled by direct recruitment from candidates having a minimum qualification of HSSLC Examination and possessing a Certificate in Electronics/Electrician/Radio or Mechanical Engineering from any recognised Institute.
- 21) **TECHNICIAN GRADE-I** : 60% by promotion from Technician Grade-II who has rendered five (5) years regular service in the grade.
40% by direct recruitment from persons who passed HSLC Examination and possessing Diploma Certificate in Automobile Engineering from a recognised Institution/ITI.
- 22) **TECHNICIAN GRADE-II** : 100% vacancy of the post shall be filled by direct recruitment from persons possessing Diploma Certificate in Automobile Engineering from a recognised Institution/ITI.
- 23) **CAMERAMAN** : 100% vacancy of the post shall be filled by direct recruitment from persons possessing Diploma Certificate in photography from a recognised institution.
- 24) **DRIVER GRADE-I** : 100% by promotion from Driver Grade-II who has rendered 5 (five)years regular service in the grade and deem fit to be promoted by the Departmental Promotion Committee.

- 25) **DRIVER GRADE-II** : 100% by promotion from Driver Grade -III who has rendered 5(five) years regular service in the grade and deem fit to be promoted by the Departmental Promotion Committee.
- 26) **DRIVER GRADE-III** : 100% vacancies of these posts shall be filled by direct recruitment from candidates who passed Class-VIII Examination having-(i) Driving Licence for Light/Medium Vehicles with 2 years automobile experience in driving (ii) Conversant with working knowledge of various components of vehicles.
- 27) **PEON/CHOWKIDAR/
SWEEPER/MALI** : 100% vacancies of these posts shall be filled by direct recruitment from candidates who passed Class-VIII Examination from a recognised School/Institution and should have working knowledge of Lai language.
- 28) **DAK RUNNER** : 100% vacancies of these posts shall be filled by direct recruitment from candidates who passed Class-VIII Examination from a recognised School/Institution.
- 29) **HOUSE GUARD** : 100% vacancies of these posts shall be filled by direct recruitment from candidates who passed CL-VIII Examination from a recognised School/Institution.

The Pay Band and Grade Pay of the above posts are specified in Schedule-I.

14. **CONDITION OF ELIGIBILITY** : In order to be eligible to compete in the examination, a candidate must satisfy the following conditions, namely :-

AGE: In regard to direct recruitment for all the Non-Gazetted posts, the candidates shall not be less than 18 years and not more than 35 years of age, and for all the Gazetted posts the candidates shall not be less than 21 years and not more than 35 years of age.

The crucial date for determining age limit shall in each case, be the closing date for receipt of application from candidates.

Provided that in the case of candidates belonging to the Schedule Castes and Schedule Tribes, the upper age limit is relaxable by 5 (five) years for all Gazetted and Non-Gazetted posts.

Provided further that there shall be no bar for employees of the District Council Secretariat and the Lai Autonomous District Council General Service personnel who has rendered at least 10(ten) years regular service.

- 15. CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEE :**
- a) The Chairman may, by order, from time to time, constitute Departmental Promotion Committee consisting of not exceeding 5 (Five) members under the Chairmanship of Secretary, LADC. Comprising Under Secretary as Member Secretary; 1(One) Representative from Finance Deptt. under Lai Autonomous District Council; and 2 (Two) other members shall be nominated by the Chairman for the purpose of preparing select list for appointment to Group 'A' and Group 'B' Gazetted posts in the District Council Secretariat.
- b) The Chairman may, by order, from time to time, constitute Departmental Promotion Committee to recommend suitable candidates for appointment and promotion to Non-Gazetted posts in the District Council Secretariat.
- 16. APPLICATION FOR PERMISSION TO APPEAR IN THE COMPETITIVE EXAMINATION CONDUCTED BY THE DISTRICT COUNCIL SECRETARIAT :**
- 1) Application for permission to sit for the competitive examination for direct recruitment to the Gazetted and Non-Gazetted posts shall be invited through open advertisement in such newspapers as may be considered proper.
- 2) Application shall be made in the standard forms as prescribed by the District Council Secretariat.
- 3) No candidate shall be admitted to the examination and personal interview unless he holds a certificate of admission accompanied by passport size photograph duly signed by the Secretary or any other officer duly authorised by the Secretary on his behalf.
- 17. SYLLABI :**
- The Syllabi for competitive examination for filling up of the vacancies shall be as specified in Schedule II and II(A). The Syllabi for Limited Departmental Examination for filling up vacancy to the post of Editor of Debate/Committee Officer/Superintendent shall be as specified in Schedule III, and for the post of Translator shall be as specified in Schedule-IV, and for the post of Assistant shall be as specified in Schedule-V, and for the post of Accountant shall be as specified in Schedule-VI.
- Provided that the Appointing Authority may modify syllabi from time to time as and when considered necessary.
- 18. FEE :**
- A candidate for direct recruitment shall pay at the time of submission of the application such fees as may be mentioned in the advertisement.

- 19. SELECTION OF CANDIDATES** : The Departmental Promotion Committee shall prepare a list of candidates for direct recruitment to a post or class of posts in order of merit upto three (3) candidates for one post, and five (5) candidates for two posts on the basis of the aggregate marks secured by such candidates and forward it to the Appointing Authority for final selection.
- 20. SELECT LIST** : The list of candidates prepared by the Departmental Promotion Committee under Rule, 19 shall be treated as select list after duly approved by the Appointing Authority and shall be valid for a period of 12 months from the date of approval of the Appointing Authority.
- 21. SENIORITY** :
- (1) Seniority of a member in a cadre, appointed by direct recruitment or promotion shall be determined according to the order of merit of the respective lists if he join the appointment within 30 days from the date of issue of the order or within the extended period as may be granted by the Appointing Authority.
- (2) If a member fails to join the appointment within the initial 30 days of issued of the order or within the extended period, seniority shall be determined in accordance with the date of joining in respect of such particular person.
- (3) Seniority of a member appointed to cadre, if he/she joins the appointment within the period prescribed under sub-rule (1) of Rule, 21 shall be determined as follows :-
- a) For Editor of Debate :-
1. Limited Departmental Examination.
 2. Direct Recruitment.
- b) For Committee Officer :-
1. Limited Departmental Examination.
 2. Direct Recruitment.
- c) For Superintendent :-
1. Promotion.
 2. Limited Departmental Examination.
- d) For Translator :-
1. Promotion.
 2. Direct Recruitment.
- e) For Assistant/Accountant:-
1. Promotion.
 2. Limited Departmental Examination.
 3. Direct Recruitment.
- f) For Upper Division Clerk(UDC):-
1. Promotion.
 2. Direct Recruitment.

g) For LDC/Proceeding Writer :-

1. Direct Recruitment.
2. Promotion (from Group 'D').

h) For Marshal/Computer Operator/Technician/Driver :-

1. Promotion.
2. Direct Recruitment.

22. PROBATION AND CONFIRMATION

: Every person appointed to a permanent post by direct recruitment with a view to his eventual substantive appointment to that post shall be on probation for a period of 2(two) years.

Provided that the Chairman or Secretary or any other Officer to whom power is delegated may, by order extend or reduce the period of probation in the case of any person appointed to any post specified in such order.

23. GENERAL QUALIFICATIONS

: Every person eligible for appointment under these Rules shall -

- i) be a citizen of India;
- ii) be a good character;
- iii) be a sound health and active habit, free from any bodily defect or infirmity which rendered him/her unfit for appointment;
- iv) not have more than one wife/husband living.

Provided that the Appointing Authority may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to marriage and there are grounds for so doing, exempt any person from the operation of this Rule.

24. DEPUTATION

: Any Officers or employees of the District Council Secretariat may, with the permission of the Chairman, be posted on deputation to any other Departments or Public Undertakings under Lai Autonomous District Council.

25. POWER OF RELAXATION

: Where the Chairman is satisfied that the operation of any rule or provision in the matter of the conditions of service of an Officer causes undue hardship in any particular case, the Chairman may, after consultation with the Departmental Promotion Committee by order dispose with, or relax the requirements of that rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

26. AUTHENTICATION OF ORDERS

: Any order passed by the Chairman under the provisions of these rules and executed in the name of the Chairman shall be authenticated in such manner as the Chairman may, by general or special order, from time to time specify.

- 27. RESIDUARY POWERS** : Subject to the provision of Rule 25, all matters not specifically provided for in these rules, whether incidental or ancillary to the provision of these rules or otherwise, shall be regulated in accordance with such orders as the Chairman may, from time to time, make.
- 28. REGULATION** : The Chairman may, in consultation with the Executive Committee, make regulations not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.
- 29. INTERPRETATION** : All questions relating to the interpretation of these rules shall be referred to the Chairman, whose decision thereon shall be final.

Provided that all questions relating to the interpretation of these rules and any orders issued under these rules after consultation with the Departmental Promotion Committee shall be decided by the Chairman.

- 30. REPEAL AND SAVING** : Save as otherwise expressly provided in these rules, all rules corresponding to these rules and in force immediately before the commencement of these rules, are hereby repealed.

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

STATEMENT OF OBJECTS AND REASONS

It is deemed necessary to make the Lai Autonomous District Council Secretariat (Recruitment and Conditions of Service) Rules, 2014 as empowered by Rule, 20 of the Lai Autonomous District Council (Constitution, Conduct of Business, etc.) Rules, 2010 to create a reasonable and equitable service conditions for Officers and Staff; and to improve the present system of recruitment by providing a new set of rules.

Hence, the Bill.

Sd/- V. Zirsanga
Chief Executive Member
Lai Autonomous District Council,
Lawngtlai.

SCHEDULE-I

(See Rule - 13, Sub-rules 1 - 29)

**AUTHORISED STRENGTH WITH THEIR PAY SCALE IN THE DISTRICT
COUNCIL SECRETARIAT**

1	Secretary	˘ 37400 - 67000 + 8700
1	Dy.Secretary	˘ 15600 - 39100 + 7600
1	Under Secretary	˘ 15600 - 39100 + 6600
1	Editor of Debate	˘ 15600 - 39100 + 5400
1	Committee Officer	˘ 15600 - 39100 + 5400
1	Superintendent	˘ 15600 - 39100 + 5400
1	PS to Chairman	˘ 15600 - 39100 + 5400
1	Translator	˘ 9300 - 34800 + 4400
1	Assistant	˘ 9300 - 34800 + 4400
1	Accountant	˘ 9300 - 34800 + 4400
1	Stenographer -II	˘ 9300 - 34800 + 4400
1	Computer Operator - A	˘ 9300 - 34800 + 4400
1	Computer Operator - B	˘ 9300 - 34800 + 4200
2	Upper Division Clerk	˘ 9300 - 34800 + 4200
1	Marshal	˘ 9300 - 34800 + 4200
3	Driver Grade - 1	˘ 9300 - 34800 + 4200
7	Lower Division Clerk	˘ 5200 - 20200 + 2400
1	Technician Grade-I	˘ 5200 - 20200 + 2400
1	Recorder	˘ 5200 - 20200 + 2400
1	Cameraman	˘ 5200 - 20200 + 2400
2	Proceeding Writer	˘ 5200 - 20200 + 2400
1	PA to Deputy Chairman	˘ 5200 - 20200 + 2400
1	Xerox Operator	˘ 5200 - 20200 + 2400
1	Assistant Marshal	˘ 5200 - 20200 + 1900
1	Technician Grade-II	˘ 5200 - 20200 + 1900
1	Driver Grade - III	˘ 5200 - 20200 + 1900
4	Dak Runner	˘ 5200 - 20200 + 1900
7	Peon	˘ 4440 - 7440 + 1650
2	House Guard	˘ 4440 - 7440 + 1650
2	Chowkider	˘ 4440 - 7440 + 1650
2	Sweeper	˘ 4440 - 7440 + 1650
1	Personal Peon	˘ 5000/- Fixed

SCHEDULE - II

(See Rule13, Sub-rules 4&5)

The Syllabi for Competitive Examination for Direct Recruitment to the Post of Editor of Debate/Committee Officer.

1. (1) The Examination shall comprise of written examination and interview. The written examination will consist of two compulsory subjects - General English and General Studies carrying 100 marks each.
- (2) There will be Part -I & II in each subject.
- (3) Each subject will be of three hours' duration.
- (4) Interview will carry 100 marks.
- (5) The question papers for the examination will be of conventional (essay) type and will be set in English.
- (6) A candidate must write the answer papers in his own hand, and under no circumstances will be allowed to take the help of a scribe to write the answer papers for him.

A. GENERAL ENGLISH :

The aim of the paper is to test the candidate's ability to read and understanding serious discussive prose and to express his ideas clearly and correctly in English/Indian language concerned. The pattern of questions would be broadly as follows:-

Part-I

(50 Marks)

- (i) Comprehension of given passages.
- (ii) Grammar : Parts of Speech - Noun, Adjective, Verb, Adverb, Preposition, etc.
- (iii) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- (iv) Usage and Vocabularies.

Part-II

(50 Marks)

- (i) Essay writing
- (ii) Letter writing
- (iii) Idioms & Phrases
- (iv) Expansion of passages

B. GENERAL STUDIES :

General Studies Part I & II will cover the following areas of knowledge :-

Part-I

(50 Marks)

- (i) Modern History of India and Indian Culture.
- (ii) Current events of national and international importance
- (iii) Simple arithmetic, simple statistical analysis, graphs and diagrams.
- (v) History of Lai (Political, Cultural and Traditional practices of Lai).

In Part - I, Modern History of India and Indian Culture will cover the broad history of the country from about the middle of the nineteenth century and would also include questions on Gandhi, Tagore and Nehru and cultural heritage and traditional practices in Mizoram. The part relating to simple arithmetic, simple statistical analysis graphs and diagrams will be of HSLC standard.

Part-II

(50 Marks)

- i) Indian Polity.
- ii) Indian Economy and Geography of India.
- iii) Sixth Schedule to the constitution of India, and
- iv) The role and impact of science and technology in the development of India.

In Part-II, the part relating to Indian polity will cover the political system in India after Independence. In the part pertaining to the Indian Economy and Geography of India, questions will be put on planning in India and the physical economic and social geography of India. In the fourth part relating to the role and impact of science and technology in the development of India, questions will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects.

SCHEDULE-II (A)

(See Rule 13, Sub-rules 7,8,9 &10)

NON-GAZETTED POSTS**The Syllabi for Competitive Examination for Direct Recruitment to the post of Translator.**

1. (1) The Examination shall comprise of written examination and interview. The written examination will consist of two compulsory subjects - General English and General Studies carrying 100 marks each.
- (2) There will be Part -I & II in each subject.
- (3) Each subject will be of three hours' duration.
- (4) Interview will carry 100 marks.
- (5) The question papers for the examination will be of conventional (essay) type and will be set in English.
- (6) A candidate must write the answer papers in his own hand, and under no circumstances will be allowed to take the help of a scribe to write the answer papers for him.

A. GENERAL ENGLISH :

The aim of the paper is to test the candidate's ability to read and understanding serious discussive prose and to express his ideas clearly and correctly in English/Indian language concerned. The pattern of questions would be broadly as follows:-

Part-I

(50 Marks)

- (i) Comprehension of given passages.
- (ii) Grammar : Parts of Speech - Noun, Adjective, Verb, Adverb, Preposition, etc.
- (iii) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- (iv) Usage and Vocabularies.

Part-II

(50 Marks)

- (i) Essay writing
- (ii) Letter writing
- (iii) Idioms & Phrases
- (iv) Expansion of passages

B. GENERAL STUDIES :

General Studies Part I & II will cover the following areas of knowledge :-

Part-I

(50 Marks)

- (i) Modern History of India and Indian Culture.
- (ii) Current events of national and international importance
- (iii) Simple arithmetic, simple statistical analysis, graphs and diagrams.
- (v) History of Lai (Political, Cultural and Traditional practices of Lai).

In Part - I, Modern History of India and Indian Culture will cover the broad history of the country from about the middle of the nineteenth century and would also include questions on Gandhi, Tagore and Nehru and cultural heritage and traditional practices in Mizoram. The part relating to simple arithmetic, simple statistical analysis graphs and diagrams will be of HSLC standard.

Part-II

(50 Marks)

- i) Indian Polity.
- ii) Indian Economy and Geography of India.
- iii) Sixth Schedule to the constitution of India, and
- iv) The role and impact of science and technology in the development of India.

In Part-II, the part relating to Indian polity will cover the political system in India after Independence. In the part pertaining to the Indian Economy and Geography of India, questions will be put on planning in India and the physical economic and social geography of India. In the fourth part relating to the role and impact of science and technology in the development of India, questions will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects.

The Syllabi for Competitive Examination for Direct Recruitment to the post of Assistant/ Upper Division Clerk (UDC).

1. (1) The Examination shall comprise of written examination and interview. The written examination will consist of two compulsory subjects - General English and General Studies carrying 100 marks each.
- (2) There will be Part -I & II in each subject.
- (3) Each subject will be of three hours' duration.
- (4) Interview will carry 100 marks.
- (5) The question papers for the examination will be of conventional (essay) type and will be set in English.
- (6) A candidate must write the answer papers in his own hand, and under no circumstances will be allowed to take the help of a scribe to write the answer papers for him.

A. GENERAL ENGLISH :

The aim of the paper is to test the candidate's ability to read and understanding serious discussive prose and to express his ideas clearly and correctly in English/Indian language concerned. The pattern of questions would be broadly as follows:-

Part-I

(50 Marks)

- (i) Comprehension of given passages.
- (ii) Grammar : Parts of Speech - Noun, Adjective, Verb, Adverb, Preposition, etc.
- (iii) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- (iv) Usage and Vocabularies.

Part-II

(50 Marks)

- (i) Essay writing
- (ii) Letter writing
- (iii) Idioms & Phrases
- (iv) Expansion of passages

B. GENERAL STUDIES :

General Studies Part I & II will cover the following areas of knowledge :-

Part-I

(50 Marks)

- (i) Modern History of India and Indian Culture.
- (ii) Current events of national and international importance
- (iii) Simple arithmetic, simple statistical analysis, graphs and diagrams.
- (v) History of Lai (Political, Cultural and Traditional practices of Lai).

In Part - I, Modern History of India and Indian Culture will cover the broad history of the country from about the middle of the nineteenth century and would also include questions on Gandhi, Tagore and Nehru and cultural heritage and traditional practices in Mizoram. The part relating to simple arithmetic, simple statistical analysis graphs and diagrams will be of HSLC standard.

Part-II

(50 Marks)

- i) Indian Polity.
- ii) Indian Economy and Geography of India.
- iii) Sixth Schedule to the constitution of India, and
- iv) The role and impact of science and technology in the development of India.

In Part-II, the part relating to Indian polity will cover the political system in India after Independence. In the part pertaining to the Indian Economy and Goegraphy of India, questions will be put on planning in India and the physical economic and social geography of India. In the fourth part relating to the role and impact of science and technology in the development of India, questions will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects.

The Syllabi for Competitive Examination for Direct Recruitment to the post of Accountant.

1. (1) The Examination shall comprise of written examination and interview. The written examination will consist of two compulsory subjects - General English and General Studies carrying 100 marks each.
- (2) There will be Part -I & II in each subject.
- (3) Each subject will be of three hours' duration.
- (4) Interview will carry 100 marks.
- (5) The question papers for the examination will be of conventional (essay) type and will be set in English.
- (6) A candidate must write the answer papers in his own hand, and under no circumstances will be allowed to take the help of a scribe to write the answer papers for him.

A. GENERAL ENGLISH :

The aim of the paper is to test the candidate's ability to read and understanding serious discussive prose and to express his ideas clearly and correctly in English/Indian language concerned. The pattern of questions would be broadly as follows:-

Part-I (50 Marks)

- (i) Comprehension of given passages.
- (ii) Grammar : Parts of Speech - Noun, Adjective, Verb, Adverb, Preposition, etc.
- (iii) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- (iv) Usage and Vocabularies.

Part-II (50 Marks)

- (i) Essay writing
- (ii) Letter writing
- (iii) Idioms & Phrases
- (iv) Expansion of passages

B. GENERAL STUDIES :

General Studies Part I & II will cover the following areas of knowledge :-

Part-I (50 Marks)

- (i) Modern History of India and Indian Culture.
- (ii) Current events of national and international importance
- (iii) Simple arithmetic, simple statistical analysis, graphs and diagrams.
- (v) History of Lai (Political, Cultural and Traditional practices of Lai).

In Part - I, Modern History of India and Indian Culture will cover the broad history of the country from about the middle of the nineteenth century and would also include questions on Gandhi, Tagore and Nehru and cultural heritage and traditional practices in Mizoram. The part relating to simple arithmetic, simple statistical analysis graphs and diagrams will be of HSLC standard.

Part-II (50 Marks)

- i) Indian Polity.
- ii) Indian Economy and Geography of India.
- iii) Sixth Schedule to the constitution of India, and
- iv) The role and impact of science and technology in the development of India.

In Part-II, the part relating to Indian polity will cover the political system in India after Independence. In the part pertaining to the Indian Economy and Geography of India, questions will be put on planning in India and the physical economic and social geography of India. In the fourth part relating to the role and impact of science and technology in the development of India, questions will be asked to test the candidate's awareness of the role and impact of science and technology in India, emphasis will be on applied aspects.

The Syllabi for Competitive Examination for Direct Recruitment to the post of Group C.

1.
 - 1) The examination shall comprise of written examination and interview. The written examination will be held from General English carrying 100 marks.
 - 2) The examination period will be of three hours' duration.
 - 3) Interview will carry 100 marks.
 - 4) The question paper for the examination will be of conventional (short answer) type and will be set in English.
 - 5) A candidate must write the answer paper in his own hand, and under no circumstances will be allowed to take the help of a scribe to write the answer paper for him.

GENERAL ENGLISH : (Details of Syllabus)**Part - I (50 Marks)**

- i) Comprehension of given passages
- ii) Usage and Vocabularies
- iii) Grammar :- Parts of speech - Noun, adjective, verb, Adverb, Preposition, etc.
- iv) Precis writing
- v) Short Essay

Part - II (50 Marks)

- i) Current events of national international importance.
- ii) The Emergence and Working of the District Councils in the State of Mizoram.
- iii) Sixth Schedule to the Constitution of India.

9. If reservation/relaxation is claimed : _____
indicate which Schedule Caste/Schedule Tribe, etc.

10. If you employed under Government, give details:-

Name of Deptt/Office	Post in which employed and Scale of pay	Period of service
1	2	3

11. Give list of documents xerox copies attached to the application (SC/ST Certificate, Voter ID Card, Educational Qualification Certificates and Mark sheets, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

DECLARATION

I hereby declared that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the events of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the authority.

Place _____

Date _____

Signature of the Candidate

For use of the Government Servant only.

CERTIFICATE BY THE HEAD OF DEPARTMENT

Certified that Mr/Miss/Mrs _____ hold a temporary/permanent post under the Central/State Government/District Council. His/Her character as far as known to me is good and I am not aware of any circumstances which show that he/she would be unsuitable for any appointment to any of the services/posts if successful in the examination.

Date : _____

Signature _____

Designation _____

(Seal)

SCHEDULE-III

(See Rule 13, Sub-rules 4,5&6)

Syllabus for Limited Departmental Examination for promotion to the post of Editor of Debates/ Committee Officer/Superintendent. All papers will carrying 100 marks each.

- Paper-I - General English :
- (i) Comprehension of given passages.
 - (ii) Usage and Vocabularies.
 - (iii) Precis writing
 - iv) Short Essay
 - v) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
 - vi) Idioms and Phrases
- Paper-II -
- i) FR 1-50, 52-56
 - ii) CCS (Pension) Rules, 1972
 - iii) Medical Attendance Rules
 - iv) CCS (Conduct) Rules, 1964
 - v) Sixth Schedule to the Constitution of India
 - vi) The Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010. (Rule 32-141)

SCHEDULE-IV

(See Rule 13, Sub-rule 7)

Syllabus for Limited Departmental Examination for promotion to the post of Translator.

- Paper-I - General English :
- (i) Comprehension of given passages.
 - (ii) Usage and Vocabularies.
 - (iii) Precis writing
 - iv) Short Essay
 - v) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
 - vi) Idioms and Phrases
- Paper-II -
- i) Translation.
 - ii) The Lai Autonomous District Council (Constitution, Conduct of Business etc.) Rules, 2010. (Rule 32-141)
 - iii) Sixth Schedule to the Constitution of India

SCHEDULE - V
(See Rule 13, Sub-rule 8)

Syllabus for Limited Departmental Examination for promotion to the post of Assistant.

- Paper-I - **General English :**
- (i) Comprehension of given passages.
 - (ii) Usage and Vocabularies.
 - (iii) Precis writing
 - iv) Short Essay
 - v) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- Paper-II -
- i) FR & SR Part - III (Leave Rules)
 - ii) CCS (Temporary Service) Rules, 1965.
 - iii) Medical Attendance Rules.
 - vi) CCS (Pension) Rules, 1972.

SCHEDULE - VI
(See Rule 13, Sub-rule 8)

Syllabus for Limited Departmental Examination for promotion to the post of Accountant.

- Paper-I - **General English :**
- (i) Comprehension of given passages.
 - (ii) Usage and Vocabularies.
 - (iii) Precis writing
 - iv) Short Essay
 - v) Compositions : (a) Analysis of complex and compound sentences
(b) Transformation of sentences
(c) Synthesis of sentences
- Paper-II -
- i) CCS (Pension) Rules, 1972.
 - ii) SR 17-195 (TA Rules)
 - iii) Medical Attendance Rules.
 - vi) The Lai Autonomous District Council (Salaries, Allowances and Pension of Members) Rules, 20...
 - v) CCS (Temporary Service) Rules, 1965.